



## PRIVACY POLICY

Your privacy is important to us and we are committed to safeguarding your personal information. This policy has been developed in order for you to understand how we collect, use, communicate, disclose and make use of personal information.

Saith Limited is registered in the United Kingdom under the Data Protection Act 2018. Our data protection registration number is ZA174857.

We may use information provided to contact you by post or email informing you of our services or other information which might be of interest to you.

We will only retain personal information as long as necessary for the fulfilment of those purposes. By supplying such information, you consent to Saith Limited securely storing and using the information within its services.

We will protect personal information using reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.

We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.

You can be assured that any personal or sensitive information you choose to supply will be kept in accordance with the terms of the Data Protection Act and only used in accordance with this privacy policy.

Under the Data Protection Act you may request details of personal information we hold about you. To obtain a copy of this you should write to the Data Controller at Saith Limited, ICM House, Yeoman Road, Ringwood, Hampshire, BH243FA.

### **Breaches of this Policy**

Any employee who breaches this policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

A handwritten signature in blue ink, appearing to read 'P Sykes-Tucker'.

P Sykes-Tucker  
Managing Director  
8<sup>th</sup> January 2025